Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Workforce Services

Bureau: Research and Analysis

Date Posted: 05/01/2008

Job Category: Computer and Mathematical

Position Number: 66202310

Position Title: Statistician

Bargaining Unit: 038

Union: MPEA

Location: HELENA

Job Status: Full Time Permanent

Salary: $30,803.00 to $38,505.00

Salary Unit: Year

Additional Salary Info: Applicants' qualifications will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 5

Closing Date: 05/16/2008

Supplement Required: Yes

Applications must be received by 5:00 pm on the closing date.

Apply to your Local Montana Job Service Center

– OR –

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-4535

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

For further information about DLI agency and job application materials see: http://dli.mt.gov/jobopenings/.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Duties:

This position is responsible for disseminating, analyzing, and reporting on a variety of employer surveys to ensure the statistical validity and relevance of collected data. Analyzes and classifies employer data according to the Standard Occupational Classification (SOC) system, the North American Industry Classification System (NAICS), and other applicable guidelines. Provides statistical research, analysis, and reporting services to meet or exceed contract stipulations and customer service standards of the Quarterly Census of Employment and Wages (QCEW) program, Local Area Unemployment Statistics (LAUS) program, Current Employment Statistics (CES) program, Occupational Employment Statistics (OES) program, Occupational Safety and Health (OSH) program, Census of Fatal Occupational Injuries and Illnesses (CFOI), and other programs. This includes responsibility for developing project priorities and resource allocations; developing research and analysis methods and procedures; providing quality assurances for data, reports, and deliverables; promoting the effective operation and enhancement of automated systems; providing technical expertise and assistance; and delivering a variety of public presentations and reports. Provides statistical support and data entry for the programs previously mentioned above, including the Montana Career Information System (MCIS), and other programs.

Competencies:

This position requires considerable knowledge of labor market information; data gathering; research and analysis concepts, principles, objectives and methods; statistical procedures, theories, techniques, and computerization; and an understanding of businesses within local labor markets and how local economies function. Skill in analyzing and interpreting data and statistics from widely dispersed sources; operating and applying research tools and techniques, including automated systems, software, and peripherals; and translating technical information in writing. Must demonstrate skill in determining and fulfilling technical assistance needs; and managing multiple projects and priorities under inflexible timelines. Ability to interpret analytical procedures and professional level research; prepare operational reports of research activities and results; perform statistical and computer analysis activities; and manipulate and apply specialized computer functions and operations to various business processes. Must have the ability to operate effectively as a member of a unified team; maintain effective working relationships with co-workers and with other agencies; exercise diplomacy on confidential, controversial, or otherwise sensitive issues; discern, meet, and/or exceed customer needs; and support the Division's customer satisfaction goals and objectives. The position must have the technical ability to continuously upgrade skills in the profession by attending technical training conducted by the Bureau of Labor Statistics and Labor Market Information (LMI) Training Institute in order to stay current on new and emerging technology in the programs.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

The required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a Bachelor's Degree in Mathematics, Statistics, or related field, and one year of experience in researching, collecting, analyzing and reporting statistical data. In addition, experience with computers and database software is required.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and

the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Completed Application Supplement.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.
5. Application materials can be obtained from any Job Service office or downloaded from http://mt.gov. Applications must be received by closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.

   **Selection will be based on the following:

   Qualifications = 30%   Capabilities = 60%   Seniority = 10%

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page.

Please limit your responses to one typewritten page per question. Any responses exceeding this limit will not be considered.

1. Describe how you've acquired professional research experience. Give several examples of how you've utilized this experience when working on a research project.
2. Describe your education and experience in data coding and classification. Please include any training courses taken or on-the-job experience.
3. Provide any education or experience you have in working with labor market and economic information.